



Battelle *for Kids*

## Roster Verification

**Principal and Support Team Guide**  
2016



# Roster Verification Overview

This guide provides an overview of the roster verification process for district administrators by showing selected screen shots of the online tool.

It is not meant to be a full training but rather a “snapshot” of key features of the tool from the district administrator’s perspective.



# Learning Targets

After reviewing this guide, principals and support team members will be familiar with:

- ✓ The Link dashboard
- ✓ The phases of roster verification
- ✓ How to resolve any outstanding alerts
- ✓ How to monitor the status of teacher completion during the roster verification phase
- ✓ How to review and approve class rosters

# The Purpose of Roster Verification

Roster verification was developed to give teachers an opportunity to correct the data in order to build trust and transparency.

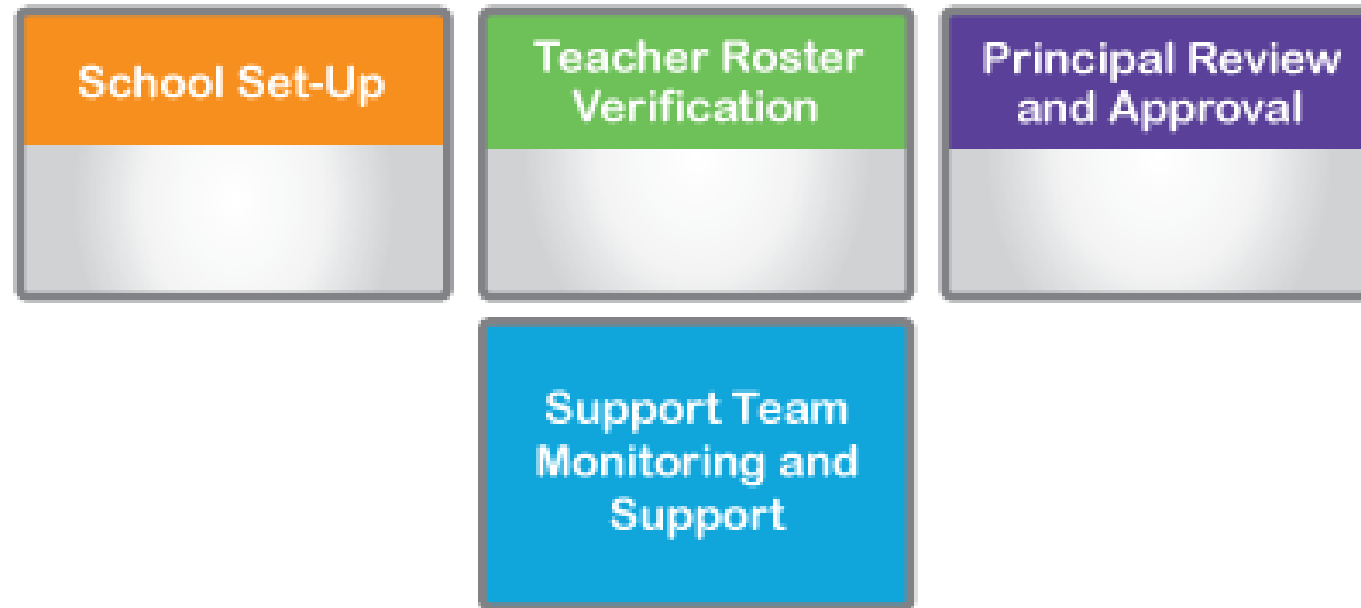
Teachers become involved in a process to ensure the record of instruction is **official** and **right**, not **official** and **wrong**.

With roster verification, teachers get class rosters they can see, correct, and confirm.



## The Big Picture

# The Three Phases of Roster Verification



## The Big Picture

# The Three Phases of Roster Verification

## Phase 1: School Setup

Principals and their support teams prepare the tool for teachers to use.

Principal and Support  
Team Kick-Off



## The Big Picture

# The Three Phases of Roster Verification

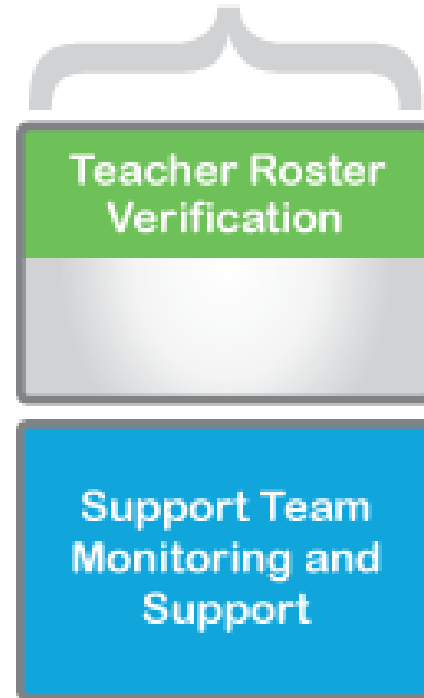
### *Phase 1: School Setup*

*Principals and their support teams prepare the tool for teachers to use.*

### **Phase 2: Roster Verification**

Teachers verify rosters with support from school leaders.

**School-Based  
Teacher Preparation**



## The Big Picture

# The Three Phases of Roster Verification

### *Phase 1: School Setup*

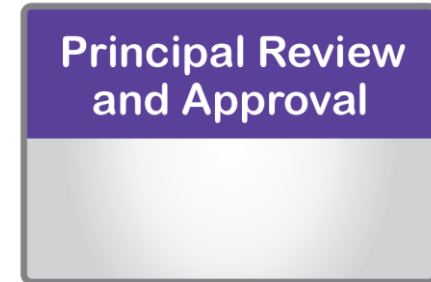
*Principals and their support teams prepare the tool for teachers to use.*

### *Phase 2: Roster Verification*

*Teachers verify rosters with support from school leaders.*

### **Phase 3: Review and Approval**

Principals and their support teams resolve alerts, errors, and omissions, and complete the process.





## Phase 1: School Setup

The goal of Phase 1 is to set up classes and teachers correctly so that when teachers begin verifying rosters they see correct information.

*Note: During Phase 1, principals and support staff should not be editing class rosters and correcting individual student data.*

# Getting Started

## Your Link Dashboard

- The first thing we will look at is the Link Dashboard. It includes:
  - Tools for the three phases of roster verification
  - Important dates
  - Classes that support team members may teach
- Use the Link Dashboard to manage the process and monitor progress for your school.
- In this guide, we will show all three sections (phases) of the dashboard.
- The next page is a screen shot of a sample dashboard.

# Getting Started

## The Link Dashboard

The screenshot shows the Link dashboard for a school named Bradshaw Elem (DD41A\_101). The dashboard is divided into several sections:

- Link**: A search bar for finding links.
- School: Bradshaw Elem (DD41A\_101)**: A header for the school's dashboard.
- School Setup**: A section with a list of tasks (1. Review expected classes, 2. Review teachers & classes) and a button to [Review Teachers and Classes](#). A callout labeled "Phase 1" points to this section.
- Roster Verification**: A section with a list of tasks (1. Facilitate teacher training, 2. Monitor teacher completion, 3. Review unresolved teacher alerts) and a button to [View Teacher Completion](#). A callout labeled "Phase 2" points to this section.
- Review and Approval (2 Rosters)**: A section with a list of tasks (1. Review student instructions, 2. Review unresolved student alerts, 3. Review and approve rosters) and buttons to [Review Students](#), [Review and Approve Rosters](#), and [Review Summary and Approve Rosters](#). A callout labeled "Phase 3" points to this section.
- Important Dates**: A sidebar section with a **School Setup** date range (Jan 5 - Jan 14) and a **Roster Verification** date range (Jan 15 - Jan 24) that **Ends in 4 days**. Below it is a **Review and Approval** section with a due date of June 29 and a status of **Closed**.
- Your Support Team**: A callout pointing to the **Support Team** section, which shows the principal, Foley, Stanley (30299-41A), and a [Change](#) button.
- My Class Rosters**: A table with columns for **Class Name** and **Status**. It currently shows "No records to display." A callout explains that support team members who teach classes requiring verification will see their list of class rosters.
- School Alerts and Notifications - Last run on 1/20/2016 9:51 AM**: A section with a list of alerts. A callout labeled "Issues needing attention" points to the **Student Completion Alerts** section, which includes alerts for students claiming more than 100%, less than 100%, or not on the roster. The **Teacher Completion Alerts** section includes alerts for rosters with no students (8 Alerts) and grade/subject with less than 70% of students claimed (16 Alerts).
- Resources**: A sidebar section with links to [Teacher Tutorial](#), [Principal Guide](#), [View Hidden Alerts](#), [Teacher Guide](#), and [Contact Support](#). A callout labeled "Support Resources" points to this section.

## Phase 1: School Setup

# Tasks for Principals

1. Authorize Support Team members for your school.
2. Review staff and teaching assignments loaded into the system.
3. Correct teachers and/or instructional assignments by adding, updating, or removing incorrect classes.

## School Setup: Task 1

# Authorize Support Team Members

My Portal > Link

Link

School: Bradshaw Elem (DD41A\_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (2 Rosters)
<ol style="list-style-type: none"><li>1. Review expected classes.</li><li>2. Review teachers &amp; classes for accuracy.</li></ol> <a href="#">Review Teachers and Classes</a>	<ol style="list-style-type: none"><li>1. Facilitate teacher training.</li><li>2. Monitor teacher completion.</li><li>3. Review unresolved teacher alerts.</li></ol> <a href="#">View Teacher Completion</a>	<ol style="list-style-type: none"><li>1. Review student instruction.</li><li>2. Review unresolved student alerts.</li><li>3. Review and approve rosters.</li></ol> <a href="#">Review Students</a>

Foley, Stanley (30299-41A)

My Class Rosters [Expected Classes](#)

Class Name
No records to display.

School Alerts and Notifications - Last run on 1/20/2016 9:51 AM [Actions](#)

**Student Completion Alerts**

✓ Student claimed more than 100% <a href="#">(More)</a>	0 Alerts
✓ Student claimed when not expected <a href="#">(More)</a>	0 Alerts
⚠ Student claimed less than 100% <a href="#">(More)</a>	0 Alerts
⚠ Student not on Roster <a href="#">(More)</a>	0 Alerts

**Teacher Completion Alerts**

⚠ Rosters with no students <a href="#">(More)</a>	8 Alerts
⚠ Grade/Subject with less than 70% of students claimed <a href="#">(More)</a>	16 Alerts
✓ Rosters in progress <a href="#">(More)</a>	0 Alerts

Return

School Setup

Jan 5 - Jan 14

**Roster Verification**

Jan 15 - Jan 24  
Ends in 4 days

Review and Approval

Due by June 29  
Closed

Support Team [Change](#)

Foley, Stanley (principal)

Resources

[Contact Support](#)

Support Team members have access to this page and all associated data. Use Support Team members to help review, monitor, and complete the roster verification process.

Support Team members can review teacher and class information for the school, but **only school principals can approve rosters.**

Click "Change" to add or remove Support Team members.

# School Setup: Task 2

## Review Expected Classes

This screen will pop up when you first log into the system and access your dashboard.

This is an example of what you will see. Review your district's specific information to determine which teachers should be verifying which rosters.

Click "Expected Classes" to refer back to this information.

School: Bradshaw Elem (DD9A\_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (4 Rosters)
<ol style="list-style-type: none"><li>1. Review expected classes.</li><li>2. Review teachers &amp; classes for accuracy.</li></ol> <p><a href="#">Review Teachers and Classes</a></p>	<ol style="list-style-type: none"><li>1. Facilitate teacher training.</li><li>2. Monitor teacher completion.</li><li>3. Review unresolved teacher alerts.</li></ol> <p><a href="#">Monitor Teacher Completion</a></p>	<ol style="list-style-type: none"><li>1. Review student instruction.</li><li>2. Review unresolved student alerts.</li><li>3. Review and approve rosters.</li></ol> <p><a href="#">Review Students</a></p> <p><a href="#">Review and Approve Rosters</a></p> <p><a href="#">Review Summary and Approve Rosters</a></p>

Expected Classes - Internet Explorer

http://dev-portal.battelleforkids.org/BFKLinkCE/core/help/inlineHelpPopup.aspx?pageTitle=Link&helpTitle=Linkage Overview&orgID=597228

**i** This year, your school district will be completing roster verification for the following grades and subjects:

- Reading and Math (4th-8th grade)
- Science (5th and 8th grades only)

## School Setup: Task 3

# Review Teachers and Instructional Assignments

School: Bradshaw Elem (DD9A\_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (4 Rosters)
<ol style="list-style-type: none"><li>1. Review expected classes.</li><li>2. Review teachers &amp; classes for accuracy.</li></ol> <p><a href="#">Review Teachers and Classes</a></p>	<ol style="list-style-type: none"><li>1. Facilitate teacher training.</li><li>2. Monitor teacher completion.</li><li>3. Review unresolved teacher alerts.</li></ol>	<ol style="list-style-type: none"><li>1. Review student instruction.</li><li>2. Review unresolved student alerts.</li><li>3. Review and approve rosters.</li></ol>

My Portal > Link > School Setup - Class View Help

School Setup - Class View

Class View Staff View Subject View Grade View

Setup Complete

School: Bradshaw Elem (DD41A\_101) District: Stnd Link Demo District #41A (DD41A) [Print](#) [Return](#)

Show:  for Content Area:  [+ Add Staff](#) ⚠ No Students on Roster

Class			
Staff: <input type="text"/>			
Bartlett, Joan (30168-41A)			Actions ▾
Integrated English Language Arts 4-6			Actions ▾
Integrated English Language Arts 4-6			Actions ▾
Integrated English Language Arts 4-6	11	-	Not Started
Mathematics 4-6	12	-	Not Started
Brady, Marvin (30308-41A)			Actions ▾
Integrated English Language Arts K-3	19	-	Not Started
Mathematics K-3	14	-	Not Started
Science PreK-3	19	-	Not Started

Verify that each teacher who needs to verify rosters is listed here on the Class View tab **with an accurate list** of their class rosters.

Principals and support team members can add and delete staff and classes.

# School Setup: Task 3 (continued)

## Correct Teachers and/or Instructional Assignments

My Portal > Link > School Setup - Class View

School Setup - Class View

Class View | Grade View

Help

School: Bradshaw Elem (DD41A\_101) District: Stnd Link Demo District #41A (DD41A) Print Return

Show: Staff with Classes for Content Area: All + Add Staff No Students on Roster

Class			
Staff:			
Bartlett, Joan (30168-41A)			Actions
LA Integrated English Language Arts 4-6			Actions
LA Integrated English Language Arts 4-6			Actions
LA Integrated English Language Arts 4-6			Actions
M Mathematics 4-6	12	-	Not Started
Brady, Marvin (30308-41A)			Actions
LA Integrated English Language Arts K-3	19	-	Not Started
M Mathematics K-3			Actions
Sc Science PreK-3			Actions

Use the "Show" and "Content Area" filters to expand or limit the list of displayed staff.

Search for and add missing staff who need to verify rosters.

Click "Setup Complete" once list has been reviewed and is accurate.

Click on a class roster to display the roster details including students.

Use the "Actions" button on the **teacher row** to: Add missing classes. (A new class will have an empty roster to which teachers can add students.)  
Remove staff who did not work in your building. It is not necessary to remove staff who are not verifying rosters. (This option becomes active when all classes for that teacher have been deleted.)

Use the "Actions" button on the **roster row** to: Delete inaccurate classes. Copy or transfer classes to another teacher.

**School Setup is complete...**

when teachers and class rosters requiring verification are accurately listed.





## Phase 2: Roster Verification

During this phase, teachers confirm:

- Which students they taught,
- During what period of instruction, and
- For what percent of instructional responsibility.

Support teams provide support and monitor completion.

## Phase 2: Roster Verification

# Tasks for Principals and Support Team

1. Plan and conduct a rollout with teachers who will complete roster verification to encourage participation, show them how to access the system, and demonstrate how to complete the three-step roster verification process.
2. Monitor completion regularly to ensure all staff who need to complete roster verification do so by the deadline.
3. Assist teachers with questions or concerns.

# Roster Verification: Task 1

## Plan and Conduct Rollout

The screenshot displays the 'Class Roster' interface for 'Integrated English Language Arts K-3 (1CE1B)'. The interface includes a navigation sidebar on the left with options like 'Introduction', 'Navigation', 'Page Overview', 'I Taught These Students', 'Add Students', 'For These Months', '% of Instruction', 'Enter by Month', 'Submit', 'Copy Students', and 'Complete Verification'. The main area shows student details and a table for instruction periods. A callout box with the text 'Click the drop-down menu' points to the 'From' column of the table.

Students (14)	Grade	From	To	% of Instruction
Aguilar, Miriam (300504-9A)	3	Aug/Sep	May/Jun	
Burch, Casey (300093-9A)	3	Nov	May/Jun	
Cardenas, Miguel (301413-9A)	3	Aug/Sep	May/Jun	
Carrillo, Amber (300469-9A)	3	Aug/Sep	May/Jun	
Elliott, Myrtle (300038-9A)	3	Dec	Apr	
Foreman, Andre (301243-9A)	3	Aug/Sep	May/Jun	
Hobbs, Claude (301533-9A)	3	Aug/Sep	May/Jun	
Michael, Alex (301417-9A)	3	Aug/Sep	May/Jun	
Payne, Gene (301358-9A)	3	Aug/Sep	May/Jun	
Robbins, Gloria (301097-9A)	3	Aug/Sep	May/Jun	
Rocha, Chris (301204-9A)	3	Aug/Sep	May/Jun	
Simon, Danny (300838-9A)	3	Aug/Sep	May/Jun	
Small, Isaac (301150-9A)	3	Aug/Sep	May/Jun	
Washington, Clifton (300724-9A)	3	Aug/Sep	May/Jun	

Leverage communication and training resources, such as the Teacher Tutorial.



# Roster Verification: Task 2

## Monitor Teacher Completion

School: Bradshaw Elem (DD9A\_101) [Expected Classes](#)

**School Setup**

1. Review expected classes.
2. Review teachers & classes for accuracy.

[Review Teachers and Classes](#)

**Roster Verification**

1. Facilitate teacher training.
2. Monitor teacher completion.
3. Review unresolved teacher alerts.

[Monitor Teacher Completion](#)

**Review and Approval (4 Rosters)**

[My Portal](#) > [Link](#) > Monitor Teacher Completion

**Monitor Teacher Completion**

School: Bradshaw Elem (DD41A\_101) District: Stnd Link Demo District #41A (DD41A)

**Roster Completion**

Submitted (7)  
In Progress (2)  
Not Started (45)

**Roster Completion** Show: All Staff

Staff	# Classes	Not Started	In Progress	Unapproved	Submitted	Approved	Pending Deletion	Deleted	# Student Deletions	
<a href="#">Bartlett, Joan (30168-41A)</a>	4	4	-	-	-	-	-	-	-	Actions
<a href="#">Brady, Marvin (30308-41A)</a>	4	3	-	-	1	-	-	-	-	Actions
<a href="#">Burch, Kathleen (30163-41A)</a>	1	-	1	-	-	-	-	-	-	Actions
<a href="#">Freeman, Harold (30142-41A)</a>	2	2	-	-	-	-	-	-	-	Actions

At this point, we see that the majority of rosters have not been started by teachers, a couple are in progress, and several have been submitted for approval.

During Phase 2, the Support Team should focus on making certain all class rosters have been submitted for approval.

Principals may approve rosters individually as they are submitted. However, it is best to approve rosters during the Review and Approval time period for consistency and efficiency.

Monitor individual teacher progress. Rosters not started, in progress, or unapproved require action by the teacher. Submitted rosters are ready for principal approval.

Click a teacher's name to view their classes.



# Roster Verification: Task 2 (continued)

## Monitor Teacher Completion

**School Alerts and Notifications - Last run on 1/1/2016**

**Student Completion Alerts**

- Student claimed more than 100% [\(More\)](#)
- Student claimed when not expected [\(More\)](#)
- Student not on Roster [\(More\)](#)
- Student claimed less than 100% [\(More\)](#)

**Teacher Completion Alerts**

- Rosters with no students [My Portal > Link > Alert Details](#)
- Grade/Subject with no students [My Portal > Link > Alert Details](#)
- Rosters in progress [My Portal > Link > Alert Details](#)

**Alerts highlight information that may require review.**

**On occasion, alerts may need to be refreshed. Click "Actions" and select "Refresh."**

**The alert refresh may take a few minutes to complete, however you can continue to do other work in the application while it is in progress.**

**Click "16 Alerts" to review.**

**Click "16 Alerts" to review.**

**Click "16 Alerts" to review.**

**Alert Details**

School: Bradshaw Elem (DD9A\_101) District: Stnd Link Demo District #9A [Return](#)

Alert Category: Teacher Completion Alerts Alert Type: Rosters with no students

This alert checks for course rosters not containing any students. To fix these course rosters, click on the *View/Fix* link below to view the roster and add students for linkage.

Alert Details	Action
Benson, Edwin (30009-9A) - Mathematics 4-6 (110150)	<a href="#">View / Edit</a>
Burch, Kathleen (30163-9A) - Integrated English Language Arts 4-6 (050154)	<a href="#">View / Edit</a>
Freeman, Harold (30142-9A) - Algebra I (110301)	<a href="#">View / Edit</a>
Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154)	<a href="#">View / Edit</a>
Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154)	<a href="#">View / Edit</a>
Green, Edwin (30213-9A) - Mathematics 4-6 (110150)	<a href="#">View / Edit</a>
Green, Edwin (30213-9A) - Mathematics 4-6 (110150)	<a href="#">View / Edit</a>
Green, Edwin (30213-9A) - Science 4-6 (132120)	<a href="#">View / Edit</a>
Green, Edwin (30213-9A) - Science 4-6 (132120)	<a href="#">View / Edit</a>
Sanford, Alma (30008-9A) - Integrated English Language Arts 4-6 (050154)	<a href="#">View / Edit</a>

[Return](#)

**Different alerts require different actions. In this example of a "Rosters with no students," these rosters are empty. To resolve this alert you could do one of the following: Ask the teacher to add students, verify and submit, or click "View/Edit" and delete the roster if not valid.**

# Roster Verification: Task 2 (continued)

## Monitor Teacher Completion

School Alerts and Notifications - Last run on 3/8/2015 7:36 PM

**Student Completion Alerts**

- ⚠ Student claimed more than 100% ([More](#))
- ✅ Student claimed when not expected ([More](#))
- ⚠ Student claimed less than 100% ([More](#))
- ✅ Student not on Roster ([More](#))

**Teacher Completion Alerts**

- ⚠ Rosters with no students
- ⚠ Grade/Subject mismatches

**Alert Summary By Building**

Std Link Demo District #9A

School: Bradshaw Elem      Show: All Alert Types

Staff Name	Rosters with no students	Student claimed less than 100%	Total Alerts
✉ Hobbs, Alma (30256-9A)	-	<a href="#">26</a>	26
✉ Mcknight, Robert (30082-9A)	-	<a href="#">26</a>	26
✉ Todd, Maria (30218-9A)	-	<a href="#">26</a>	26
✉ Lyons, Anthony (30012-9A)	-	<a href="#">25</a>	25
✉ Larsen, Alvin (30284-9A)	-	<a href="#">23</a>	23
✉ Benson, Edwin (30009-9A)	<a href="#">1</a>	<a href="#">21</a>	22
✉ Underwood, Louis (30038-9A)	-		
✉ Freeman, Harold (30142-9A)	<a href="#">1</a>		
✉ Green, Edwin (30213-9A)	<a href="#">6</a>		
✉ Bartlett, Joan (30168-9A)	-		
✉ Burch, Kathleen (30163-9A)	<a href="#">1</a>		
✉ Sanford, Alma (30008-9A)	<a href="#">1</a>		

Return

**ACTIONS**

- View By Teacher
- Refresh

0 Alerts  
83 Alerts  
0 Alerts

You can view alerts by teacher. This can be very helpful for a principal or support member.

Here, you might start by checking with the teachers who have rosters with no students to determine whether those rosters should be deleted or simply still need to be verified.

## Roster Verification: Task 3

# Monitor Teacher Completion

- Use the information in the guides and FAQs to assist teachers where possible.
- Contact your district support team with questions.

### **Roster verification is complete...**

when teachers have verified and submitted their rosters and teacher completion alerts have been resolved.

## Phase 3: Review and Approval

During this phase, principals and support teams ensure that all teachers have completed roster verification representing the most accurate summary of instructional responsibility for students at the school throughout the school year with minimal errors or omissions.



## Phase 3: Review and Approval

# Tasks

1. Review reports and alerts in the system and make corrections where appropriate (e.g., under-claimed students or students without a teacher).
2. Review changes with teachers who completed roster verification as necessary and appropriate.
3. Approve the school's verified roster information as accurate and complete.

# Review and Approval: Task 1

## Review Reports and Alerts

School: Bradshaw Elem (DD9A\_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (4 Rosters)
1. Review expected classes. 2. Review teachers & classes for accuracy. <a href="#">Review Teachers and Classes</a>	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts. <a href="#">Monitor Teacher Completion</a>	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters. <span style="border: 1px solid red; padding: 2px;"><a href="#">Review Students</a></span> <a href="#">Review and Approve Rosters</a> <a href="#">Review Summary and Approve Rosters</a>

[Help](#)

School: Bradshaw Elem (DD41B\_101) District: Stnd Link Demo District [Return](#)

R Student Not On Roster ✔ Complete + Overclaimed ⚠ Underclaimed
 Show  for Content Area:

Student Name	Grade	Language Arts	Math	Science	Social Studies
<input type="text"/>	[All]				
<a href="#">Aquirre, Eddie (201182-41B)</a>	4	R	✔	✔	✔
<a href="#">Anderson, Florence (201048-41B)</a>	3	R	⚠	⚠	⚠
<a href="#">Ashley, Heather (200071-41B)</a>					

[Add Students](#)

This report indicates that Florence is not on a Language Arts class roster.

**Anderson, Florence (201048-41B)** Show:

Class	Teacher	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun
<b>Language Arts</b>	<a href="#">+ Add to Roster</a>									
Not On Roster										
<b>Language Arts Total:</b>		0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Math</b>	<a href="#">+ Add to Roster</a>									
<b>A1 Mathematics K-3</b>	Brady, Marvin	50	50	50	50	50	50	50	50	50
Acknowledge Alert: <input type="checkbox"/>										
<b>Math Total:</b>		50%	50%	50%	50%	50%	50%	50%	50%	50%

Click to add this student to an existing class roster.

If information is correct, address the alert by acknowledging it.



# Review and Approval: Task 1 (continued)

## Review Reports and Alerts

My BFK > Link > Review Students Help

### Review Students

School: Bradshaw Elem (DD41B\_101) District: Stnd Link Demo District #41B (DD41B) [Return](#)

R Student Not On Roster ✓ Complete + Overclaimed ○ Underclaimed Show: Students Flagged for Review for Content Area: All

[Add Students](#)

Student Name	Grade	Language Arts	Math	Science	Social Studies
<input type="text"/>	[All]				
<a href="#">Aquirre, Eddie (201182-41B)</a>	4	<span>R</span>	<span>✓</span>	<span>✓</span>	<span>✓</span>
<a href="#">Anderson, Florence (201048-41B)</a>	3	<span>R</span>	<span>○</span>	<span>○</span>	<span>○</span>
<a href="#">Anderson, Susan (200670-41B)</a>	6	<span>✓</span>	<span>○</span>	<span>✓</span>	<span>✓</span>

Susan's instruction also requires review.



## Review and Approval: Task 2

# Review Changes with Teachers as Needed

**B Student Roster Summary**

Anderson, Susan (200670-41B)

Show: All Content Areas

Class	Teacher	Jan	Feb	Mar	Apr	May/Jun				
<b>Language Arts</b>	<input type="button" value="+ Add to Roster"/>									
<b>E11</b> <a href="#">Integrated English Language Arts 4-6</a>	Mcknight, Robert	100	100	100	100	100				
<b>Language Arts Total:</b>		100%	100%	100%	100%	100%				
<b>Math</b>	<input type="button" value="+ Add to Roster"/>									
<b>A1</b> <a href="#">Mathematics 4-6</a>	Mcknight, Robert	60	60	60	60	60				
Acknowledge Alert: <input type="checkbox"/>										
<b>Math Total:</b>		60%	60%	60%	60%	60%				
<b>Science</b>	<input type="button" value="+ Add to Roster"/>									
<b>B</b> <a href="#">Science 4-6</a>	Mcknight, Robert	100	100	100	100	100				
<b>Science Total:</b>		100%	100%	100%	100%	100%				
<b>Social Studies</b>	<input type="button" value="+ Add to Roster"/>									
<b>SS</b> <a href="#">Social Studies 4-6</a>	Mcknight, Robert	100	100	100	100	100				
<b>Social Studies Total:</b>		100%	100%	100%	100%	100%				
Months not in Bradshaw Elem (DD41B_101):		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any changes to acknowledged alerts will require you to refresh alerts.

**Callout 1:** This student is not 100% claimed in Math.  
Should another teacher claim this student? If yes, then add this student to a teacher's roster.

**Callout 2:** If the claimed instruction is in fact accurate, address the alert by acknowledging it.

# Review and Approval: Task 3

## Approve School's Verified Rosters

This is an optional step that facilitates the review and approval of individual class rosters prior to final school approval.

**School: Bradshaw Elem (DD9A\_101)** [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (4 Rosters)
<ol style="list-style-type: none"><li>1. Review expected classes.</li><li>2. Review teachers &amp; classes for accuracy.</li></ol> <a href="#">Review Teachers and Classes</a>	<ol style="list-style-type: none"><li>1. Facilitate teacher training.</li><li>2. Monitor teacher completion.</li><li>3. Review unresolved teacher alerts.</li></ol> <a href="#">Monitor Teacher Completion</a>	<ol style="list-style-type: none"><li>1. Review student instruction.</li><li>2. Review unresolved student alerts.</li><li>3. Review and approve rosters.</li></ol> <a href="#">Review Students</a> <a href="#">Review and Approve Rosters</a> <a href="#">Review Summary and Approve Rosters</a>

[My Portal](#) > [Link](#) > Review and Approve Classes

### Review and Approve Classes

**School:** Bradshaw Elem (DD9A\_101) **District:** Stnd Link Demo District #9A

Staff	Pending Approval
Bartlett, Joan (30168-9A)	<a href="#">2 classes</a>
Brady, Marvin (30308-9A)	<a href="#">3 classes</a>
Hammond, Brandon (30049-9A)	<a href="#">2 classes</a>

[Return](#)

Click on "2 classes" to review a summary of changes for this teacher's submitted rosters.

# Review and Approval: Task 3 (continued)

## Approve School's Verified Rosters

My BFK > [Link](#) > [Review and Approve Classes](#) > Principal Review Report

### Principal Review Report

**Hobbs, Alma (20256-41B)** Approve All

Changes to pre-loaded class rosters are summarized below. Students receiving 100% of assigned instruction from this teacher for each month are not shown. Show:

**E11 Integrated English Language A** Status: Submitted View Approve  
(1 out of 16 students)

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
<a href="#">Mccall, Carolyn (200855-41B)</a>	100%	100%	100%	100%	100%	100%	100%	100%	100%	Added

**A1 Mathematics 4-6** Status: Submitted View Approve  
(3 out of 26 students)

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
<a href="#">Gilliam, Nicole (200704-41B)</a>	50%	50%	50%	50%	50%	50%	50%	50%	50%	
<a href="#">Kelly, Brian (200072-41B)</a>	100%	100%	100%	100%	100%	100%	100%	100%	100%	Added
<a href="#">Rosario, Nicholas (200616-41B)</a>	50%	50%	50%	50%	50%	50%	50%	50%	50%	

**B Science 4-6** Status: Submitted View Approve  
(0 out of 26 students)

No Changes

**Annotations:**

- Approve all class rosters submitted by this teacher. (points to Approve All button)
- This page displays changes such as students who were added or deleted, as well as any students who are claimed less than 100%. (points to table)
- To view or make changes to a roster, click "View" to open it. (points to View button)
- If all changes are accurate, approve this roster. (points to Approve button)

# Review and Approval: Task 3 (continued)

## Approve School's Verified Rosters

**School: Bradshaw Elem (DD9A\_101)**

**School Setup**

1. Review expected classes.
2. Review teachers & classes for accuracy.

[Review Teachers and Classes](#)

**Roster Verification**

1. Facilitate teacher training.
2. Monitor teacher completion.
3. Review unresolved teacher alerts.

[Monitor Teacher Completion](#)

**Review and Approval (4 Rosters)**

1. Review student instruction.
2. Review unresolved student alerts.
3. Review and approve rosters.

[Review Students](#)

[Review and Approve Rosters](#)

[Review Summary and Approve Rosters](#)

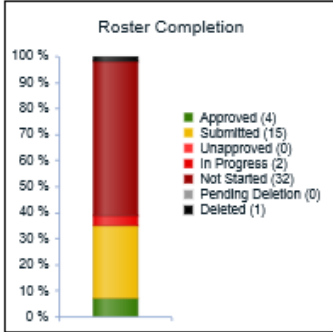
School approval is a four-step process.

If necessary, "Approve Rosters" may be completed multiple times during the Review and Approval period.

Approval - Teacher Completion

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

District: Stnd Link Demo District #41A (DD41A)



**Roster Completion**

Staff	# Classes	Not Started	In Progress	Unapproved	Submitted	Approved	Pending Deletion	Deleted	# Student Deletions
Bartlett, Joan (30168-41A)	4	1	-	-	3	-	-	-	1
Freeman, Harold (30142-41A)	2	-	-	-	1	-	-	1	-
Green, Edwin (30213-41A)	7	6	-	-	1	-	-	-	-
Hammond, Brandon (30049-41A)	4	-	-	-	2	-	-	-	-
Lyons, Anthony (30012-41A)	4	-	-	-	4	-	-	-	-
Underwood, Louis (30038-41A)	4	-	-	-	4	-	-	-	-
<b>Totals</b>					<b>15</b>			<b>1</b>	<b>1</b>

View: 25 Page 1 of 1, items 1 to 6 of 6.

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

Next Cancel

Review teacher completion.

For school approval, all rosters should have been submitted and some may have already been approved individually.

Click "Next" after confirming that all rosters have been submitted.



# Review and Approval: Task 3 (continued)

## Approve School's Verified Rosters

My BFK > Link > Approval - Student Completion

### Approval - Student Completion

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

School: Bradshaw Elem (DD41B\_101) District: Stnd Link Demo District #41B (DD41B)

Ⓡ Student Not On Roster ✓ Complete ⊕ Overclaimed ☹ Underclaimed Show: Students Flagged for Review for Content Area: All

Student Name	Grade	Language Arts	Math	Science	Social Studies
<input type="text"/>	[All]				
<a href="#">Aquirre, Eddie (201182-41B)</a>	4	Ⓡ	✓	✓	✓
<a href="#">Anderson, Florence (201048-41B)</a>	3	Ⓡ	☹	☹	☹
<a href="#">Anderson, Susan (200670-41B)</a>	6	✓	☹	✓	✓
<a href="#">Ashley, Heather (200071-41B)</a>	3	☹	☹	☹	☹
<a href="#">Avery, Jamie (200589-41B)</a>					
<a href="#">Franks, Jamie (201174-41B)</a>	3				
<a href="#">Frederick, Wanda (201451-41B)</a>	6				
<a href="#">Galloway, Kri...</a>	3				

1 2 3 4 Page 1 of 4, items 1 to 50 of 185.

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

Back Next Cancel

Review students.  
For flagged students whose instruction may not be fully claimed, verify whether they should be added to a roster.

Click "Next" when you understand why all remaining students are still flagged.





# Review and Approval: Task 3 (continued)

## Approve School's Verified Rosters

My BFK > Link > Approval - Approve Rosters

### Approval - Approve Rosters

You are about to Approve All Completed Linkage Classes in your organization. Please make sure you have spot-checked shared instruction, staff with numerous classes, staff who have multi-organization classes and others you feel necessary. Click

**School:** Bradshaw Elem (DD41B\_101)

**Number of Rosters Pending Approval:** 28

**Content Area:** All

Number of unique students in all submitted and approved rosters.

Grade	Language Arts	Math	Science	Social Studies
3	-	20	-	-
4	54	36	37	36
5	45	45	45	45
6	52	52	52	52

**Statement of Accuracy & Completeness**  
I understand that the data I am submitting will be used to determine academic gains. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

Back Approve Rosters Cancel

**Approve rosters.**  
Notice the number of rosters pending approval. A count of students in all submitted and approved rosters is also provided.

Approving rosters can be completed multiple times if necessary.

Click "Approve Rosters" when you have reviewed the verification summary and Statement of Accuracy, and are ready to approve rosters.



# Review and Approval: Task 3 (continued)

## Approve School's Verified Rosters

My Portal > Link > Approval - Approve School

### Approval - Approve School

✓ Rosters were approved successfully.

1 Review Teacher Completion    2 Review Students    3 Approve Rosters    4 Approve School

You are about to approve roster verification for your organization which will indicate to administrators that you have completed the approval process. Please make sure all rosters have been verified and the class and student information are complete and accurate to the best of your knowledge. Click "Approve School" to continue or "Cancel" to return.

**School:** Bradshaw Elem (DD41B\_101)    **District:** Stnd Link Demo District #41B (DD41B)

**Content Area:** All

Number of rosters in each subject and status.

Roster Status	Language Arts	Math	Science	Social Studies	Algebra I
Not Started	5	4	4	3	1
Approved	16	10	8	7	-

**Statement of Accuracy & Approval**  
I understand that the data is accurate and complete to the best of my knowledge. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

Approve the school.

Review the number of unique rosters in each grade and subject.

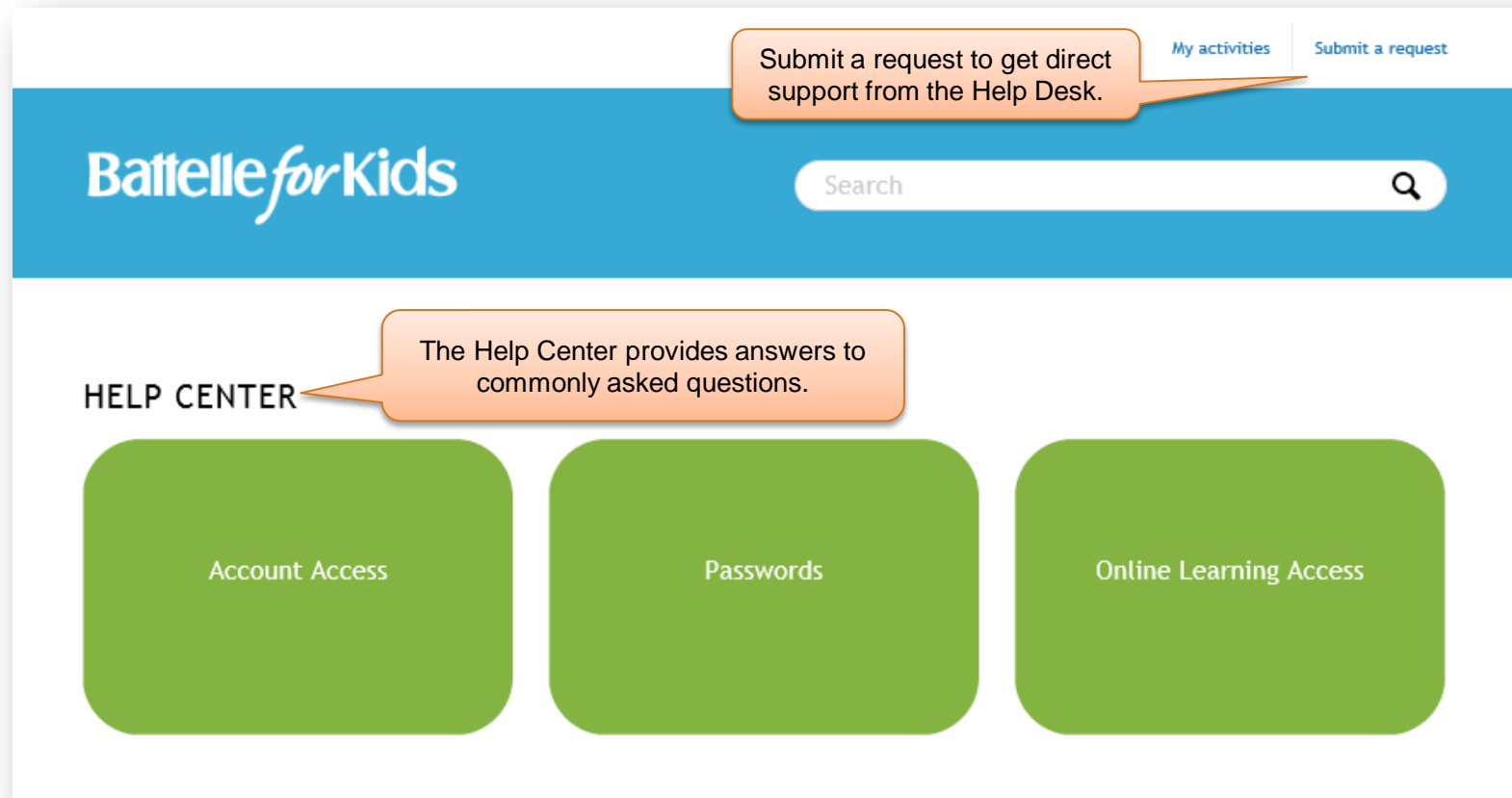
Click "Approve School" when you are ready to submit the school's rosters.

**Review and Approval is complete...**

when student instruction is accurately documented and class rosters have been approved.

# Contact Support

Contact support from the login page or “Resources” on your dashboard.



# Thank you!

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